



University at Buffalo
The State University of New York

To: Deans/Vice Presidents/Vice Provosts

From: Charles F. Zukoski
Provost and Executive Vice President for Academic Affairs

Laura E. Hubbard
Vice President for Finance and Administration

Subject: 2015-16 Annual Resource Planning Process

Date: November 26, 2014

As we prepare for our 2015-16 Annual Resource Planning process, we felt it was important to outline the key aspects of this year's process as well as share information that may be helpful in your planning.

- Attachment A- *REVISED Annual Resource Planning Calendar*: Due to the weather the Three Year Plan Unit Profiles will be distributed to units on December 5th rather than December 1st and the return date will be January 30th rather than January 23rd. Additionally, the calendar is updated with the potential dates for the various budget meetings during the process.
- Attachment B- *2015-16 Resource Planning Guide* is attached and provides information on budget parameters, guidelines and other information that may be helpful as you prepare your materials for this year's process.
- Attachment C- *Unit Budget Meeting Outline* (separate for academic and academic support units) provides guidance about your unit presentations. These outlines are intended to serve as a guide, and you should develop your presentation in a manner that best responds to your circumstances and the messages you wish to convey.

Please submit your unit presentation and proposed Three Year Plan modifications to your Resource Analyst on or before **January 30th**. This will provide us the opportunity to review your materials and offer feedback prior to your unit presentations at the February budget meetings. Please continue to contact your Resource Analyst with any technical Three Year Plan Unit Profile questions. Sean Sullivan and/or Laurie Barnum will be checking in during this period to offer their services as a resource and/or sounding board as needed.

The schedule for the unit budget meetings will be published shortly. Our goal is still to complete budget implementation by **July 1st**, and we appreciate your cooperation in helping the university reach this goal.

xc: Satish K. Tripathi, President
Sean P. Sullivan, Vice Provost for Academic Planning, Budget & Evaluation
Laura J. Barnum, Associate Vice President for Resource Planning
Beth Corry, Director of Financial Services
Unit Chief Financial Officers
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